



2023 Compensation & Employee Turnover Report User Guide

Non-CSSEA/Non-HEABC (Non-Union)

For more information, please visit www.gov.bc.ca/socialservicesreport, contact toll free 1.855.625.3244 or email report@cssea.bc.ca.



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Introduction

The purpose of this user guide is to assist non-CSSEA/non-HEABC (“non-union”) social services agencies in British Columbia to complete the **2023 Compensation and Employee Turnover Report**, which collects data in the reporting period from **January 1, 2022 to December 31, 2022** (i.e. calendar year 2022).

Limited data exists to support government funding requests or decisions in relations to social services agencies that are not members of CSSEA or HEABC. This impacts Government’s ability to make decisions regarding the funding of non-union agencies. To address this information gap, social services government funders have partnered with the Public Sector Employers’ Council Secretariat to collect non-CSSEA/non-HEABC social services agencies’ funding, compensation costs and human resource information.

In 2023, the Compensation and Employee Turnover Report continues to collect data from all non-CSSEA/non-HEABC social services agencies that receive government funding. Your completion of this report is required to support government decision making on future funded compensation increases for the non-union social services sector. Any questions you have regarding your reporting requirement are to be directed to your Ministry or Crown Corporation Contract Manager.

The 2023 report, covering 2022 calendar year data, will be conducted in spring/summer 2023. The aggregated data will be used by government funders to support decisions. The data will also provide useful benchmark information to support sector recruitment and retention strategies, understand shifting labour force demographics and enhance the long-term sustainability of the social services sector in BC.



Frequently Asked Questions - 1 of 5

REPORT BACKGROUND

Q1. What is the Non-Union Agency Compensation and Employee Turnover Report?

This report is an initiative coordinated by B.C. Government funders of social services to collect employee workforce and compensation data from non-union contracted social service agencies.

The data collected is targeted to help the B.C. Government better understand the non-union social services sector's compensation costs, employee turnover rates and human resource demographics. The 2023 report collects calendar year 2022 information on:

- wages, benefits, paid hours and employee counts
- workforce demographics (e.g. gender, age, seniority), benefit participation, employee turnover, vacancies, funding and the number of contracts.

The data gathered by the report is not employee-specific and personal identifiers are not collected.

Q2. Why is B.C. Government collecting this information?

Currently, Government has limited data regarding social services non-union agencies' compensation and costs and human resource practices. This impacts Government's ability to make decisions regarding the funding of non-union agencies.

To address this information gap, social services Government funders have partnered with the Public Sector Employers' Council Secretariat (PSEC) to collect data concerning non-union social services agencies' compensation costs and human resource practices. Government will use the aggregated data to support its decision-making regarding future funding of compensation increases for the non-union social services sector.

Q3. Who is leading this reporting initiative?

This is a cross-Government initiative. B.C. Government funders of social services, including the Ministries of Children and Family Development, Social Development and Poverty Reduction/Community Living BC, Public Safety & Solicitor General (formerly Justice), Housing/BC Housing, and Education and Child Care are partnering with PSEC. CSSEA is administering the report on behalf of Government.

Q4. How have agencies been selected to complete the report?

In 2023, which marks the eighth year of this annual report, the data collection encompasses non-union agencies (employers) who receive B.C. Government funding.

B.C. Government funders have identified agencies for participation based on the amount of funding that each service provider receives annually; the rationale being that service providers above a certain funding threshold will be delivering a level of services that requires them to engage employees.

If you did not receive a letter, please contact CSSEA at **1-855-625-3244** or **report@cssea.bc.ca**

Frequently Asked Questions - 2 of 5

Q5. Why is it required to complete the report?

Completion of this report is required to ensure your agency receives appropriate funding to support compensation increases and to support Government decision making on the overall funding required to support compensation increases for the non-union social services sector.

As communicated through the Social Services Sector Roundtable, the Province will provide similar funding lifts for compensation increases to both union and non-union agencies. In addition, the Province will provide additional funding for management positions consistent with the funding increases for non-management employees. Access to the funding for management increases is contingent on the completion of the Compensation and Employee Turnover Report and sharing the resulting agency-level compensation data with provincial funders.

The data collected also provides agencies with useful benchmarking information to support their own recruitment and retention strategies. Agencies will have private access to CSSEA-prepared reports regarding their own agency-specific demographics.

Q6. What is considered a 'non-union agency'?

For the purposes of the report, a non-union agency is a service provider with employees that is not affiliated with CSSEA or HEABC. Participants in the non-union report may have staff that are unionized (e.g., CUPE, BCGEU), but the agency itself is not a member of either CSSEA or HEABC.

Q7. Why is the Community Social Services Employers' Association (CSSEA) collecting this data?

CSSEA is collecting the data on behalf of Government, leveraging on the capacity and cost effectiveness of their existing data collection processes.

Q8. Is personal information captured in the report, and if so, how is privacy protected?

Personal identifiers will not be captured in the report. Agencies will enter aggregate, non-employee specific data. Government will review the report data in the aggregate to better understand social services as a whole.

Q9. What is the timeline to complete the report?

Participating agencies will receive the report template and report user guide in March 2022. The report should be completed and returned before June 30, 2023.

ORIENTATION SESSIONS

Q10. Where can agencies get help to complete the report?

Orientation sessions will be held starting April 4, 2023. Register for a session at gov.bc.ca/socialservicesreport. These orientation sessions provide agencies with the necessary information, walkthroughs and tips to effectively and efficiently complete the report.

Additionally, dedicated CSSEA phone support at 1-855-625-3244 and email support at report@cssea.bc.ca is available during the reporting period.

Frequently Asked Questions - 3 of 5

Q11. Who should be attending the orientation webinar?

The person who will be completing the report for your agency should attend the session.

Q12. Is attendance at the orientation session mandatory?

While attendance at the orientation session is not mandatory, it is recommended in order to assist you in the completion of the report and to provide you with an opportunity to ask any questions that you may have.

COMPLETING THE REPORT

Q13. How long does it take to complete the report?

While the report itself is a simple Excel-based reporting tool, completion times will vary from agency to agency depending on each agency's number of employees, administration processes, and whether the agency has had previous experience with the report.

While a small agency should be able to rely on simple and readily-available T4 information to complete the report, a large organisation completing the report for the first time may take around a week to complete it.

If your agency uses Comvida or Payworks or Avanti Software as its payroll provider, there may be an opportunity to obtain a data extract of the required report information directly from their payroll provider – contact CSSEA at 1-855-625-3244 or report@cssea.bc.ca for more information on this option.

Q14. What if I'm missing information requested and am unable to provide all of the information necessary to fully complete the report?

Please contact CSSEA at 1-855-625-3244 or report@cssea.bc.ca should you encounter any issues in completing the report.

Q15. Which employee positions will the report collect information on?

The report will collect information on all of your employee positions, including those employees working on programs not funded by B.C. Government. All funding sources should also be included in the reported data. Employee position/role descriptions are available in the report User Guide.

Q16. I didn't receive a letter to participate in the report. Can I still participate?

In 2022, all non-union B.C. Government funded agencies delivering comparable services to their unionized counterparts will receive a letter to participate in the data collection. If you did not receive a letter, please contact CSSEA at 1-855-625-3244 or report@cssea.bc.ca

Q17: What is a "classification"? (Schedules Q2, N1, M1, B1)

For the purposes of this report, a classification is also described as a "Job Title"

Frequently Asked Questions - 4 of 5

Q18: What are “Standard Hours per Year”? (Schedules N1, M1, B1)

Standard Hours per Year are the hours that would have been worked by an employee if they had worked full time for the entire year. As an example of Standard Hours per year, think of the “Model Employee” – an employee who had never taken any time off, been late, or been sick within the year. For example if a full time employee works 35 hours a week then their standard hours per year would be 1820 (35 x 52 = 1820). This is the baseline that we use to calculate the number of Full Time Equivalents. Please note that this “Model Employee” is just an example as we know various agencies differ on hours per week.

Q19: What are “Hours paid at Straight Time”? (Schedules N1, M1, B1)

Hours paid at Straight Time are the opposite of “Standard Hours per Year”. These are the hours an employee actually worked in a year in their position. These can be found on an employee’s timesheets, which you will need to reference to complete this portion of the report. Straight Time Wages means their regular wage rate: no overtime or premium pay. We capture those figures in a lump sum later in the report on Schedule S1 and S2.

Q20: “I can’t find my agency specific standard hours per year, what do I do?” (Schedules N1, M1, B1)

Please enter in 1820 or 1950 as a placeholder and indicate the agencies standard hours per year in an email when you send your report to report@cssea.bc.ca

Q21: “I can’t find my agency specific classifications, what do I put into the report” (Schedules Q2, N1, M1, B1)

Blue cells have a dropdown, however you can also manually enter in information. Please enter your agency specific classifications manually under “Classifications” in the blue cells.

Q22: “What is backfill, and do I need to fill this out?” (Schedules N1, M1, B1)

“Backfill” are hours that have been worked by another employee covering for an employee who was unable to work. Only fill out the backfill if it is applicable to your agency.

Q23: Why can’t I enter information?

There are two possible reasons for this:

- You are entering information into gray, white, pink or purple cell. These cells will not allow you to enter in information as these cells are auto-filled from previous information entered in on different Schedules. For example, when you enter in a classification on N1 that classification will auto-fill in Schedule T2 under “Classification”.
- This may be because you have not selected the “Enable Editing” button at the top of the report underneath the ribbon. Please check the ribbon at the top of the excel file and ensure you have enabled editing.

Q24: What is a “termination”? (Schedules N1, M1, B1, T1, T2, and T3)

For the purposes of this report, a termination can be voluntary or involuntary. Please see Schedules T1 for the reasons for termination. You can also reference an employee’s Record of Employment to view their ROE code, which you can cross-reference with the CETR on Schedule T1 by hovering over the red arrows in the “reasons for termination” table. Please review the 2023 Compensation and Employee Turnover Report User Guide included in this package for more information on terminations and referencing ROE codes.

Frequently Asked Questions - 5 of 5

Q25: I have no employees and/or I am a sole proprietor, do I still need to complete the report? (Schedules N1, M1, B1)

If you have been selected to complete this report, you are a recipient of public monies. Any recipients of public monies, with employees or not need to complete the report. You will need to input your information into the report such as your Classification, Standard Hours per Year, Hours at Straight time, Hourly wages, employment status, demographic information and more.

Q26: Why do I have to do this every year? Why was our agency selected to do this? Why is CSSEA doing this?

Your funder has selected you to complete this report as a recipient of public funding. Every recipient of public funding in the BC Public Sector completes a similar process. This process is not unique to the social services sector.

Government has limited data regarding social services non-union agencies' compensation and costs and human resource practices. This impacts Government's ability to make decisions regarding the funding of non-union agencies. To address this information gap, social services Government funders have partnered with the Public Sector Employers' Council Secretariat (PSEC) to collect data concerning non-union social services agencies' compensation costs and human resource practices. Government will use the aggregated data to support its decision-making regarding future funding of compensation increases for the non-union social services sector.

Q27: Why don't my funders have this information?

The social services sector has the most complex funding profile in the BC public sector. As such, there are many funders. This report ensures that all provincial funders have the monies they need to fund their specified programs.

Q28: What do you mean by "Legal Status"?

For the purposes of this report "Legal Status" refers to whether or not your agency is a registered company, sole proprietorship, non-incorporated partnership, incorporated society, or "Other". If you are unsure of the legal status of your agency, please reach out to our team at 1-855-625-3244

Q29: I don't track my hours. What do I do?

In this case, please try to average out the amount of hours you work in a week. For example, if you typically work 35 hours in a week you may enter in "1820" under standard hours per year and hours paid at straight time.

You can use your employees T4 information (Gross Annual Earnings) and their Hourly wage to calculate the number of hours they worked. As an example an employee earned \$20,000 in a year and they were earning \$20/hour. Divide \$20,000 by \$20 and that will give you the total hours worked. ($20,000 / 20 = 1000$) Therefore, in total they worked 1000 hours in a year.

CONTACT INFORMATION

Questions about this reporting initiative and your agencies' reporting requirement can be addressed to your Ministry or Crown Corporation contract manager. For assistance completing the report, please contact **1-855-625-3244** or email **report@cssea.bc.ca**.

Glossary - Terms and Acronyms

Classification (Found on Schedules N1, M1, B1)- The job title of an individual.

Termination (Found on Schedules N1, M1, B1, T1-T4) - For the purposes of this report, a termination can be voluntary or involuntary. I.e. one employee retired, and one was let go with cause- both employees were terminated.

Standard Hours per Year (Found on Schedules N1, B1)- The hours an employee would have worked if they worked 52 weeks in a year without taking any time off whatsoever. This time off also includes coming starting shifts later, or taking appointments during the work week (re-work).

Hours at Straight Time (Found on Schedules N1, M1, B1) - The exact hours an employee did work in the year- you will find this information on Time Sheets.

FTE (Full Time Equivalent) - A full time equivalent is what we call when multiple employees work separate hours at a full time equivalent. I.e. Jerry was hired for 2 days a week with an 8 hour shift, where Anna was hired for 3 at an 8 hour shift. This makes up one Full Time Equivalent (FTE).

Backfill (Found on Schedules N1, M1, B1) - Backfill is defined as hours worked by another employee to cover for an employee that was unable to work their scheduled hours. If you do not track backfill please indicate this in an email when you send in your report to report@cssea.bc.ca.

Regular Employee (Found on Schedules N1, M1, B1, S1)- For the purposes of this report a “Regular” employee is an employee who is scheduled for regular shifts. This includes both full- time and part-time employees. The individuals hours may for example be from Monday to Wednesday in a part time position, or Monday to Friday in a full time position. Their hours may also change throughout the year, however if they are scheduled on a regular set schedule of days and hours, for the purposes of this report the employee is considered a “Regular” employee.

Casual Employee (Found on Schedules N1, B1, S1) - For the purposes of this report a casual employee is an individual who is on call. These employees do not have regular hours scheduled and are instead called in for occasional shifts.

Provincially Funded (Found on Home and Schedules N1, N2, M1, M2, B1, B2, S1) - Agencies who are funded for the purposes of this report through provincial sources. This includes the Crown Corporations, BC Health Authorities and BC Provincial Ministries.

Non-Provincially Funded (Found on Home and Schedules N1, M1, B1, S1) - Agencies who are funded for the purposes of this report through Non-Provincial sources. This includes any funding source that falls under the "Others" header on the Home Schedule.

Active (Found on N1, N2, M1, M2, B1, B2)- An employee who was actively working at the agency as of December 31st 2022.

Length of Service - (Found on N2, M2, B2, T2-T4) - The amount of years and employee has been with their organization.

LTD – (Found on N1, M1, B1) (The employee is on Long Term Disability as of December 31st 2022, not if they are covered by it.

WCB – (Found N1, M1, B1) The employee is on Worker's Compensation Board as of December 31st 2022, not if they are covered by it.

Average Annual Salary - The average annual salary an individual would make if they worked full time the entire year.

Navigating the Report

To the right you will see an image of the Home Schedule. The shortcut bar at the top of this Schedule and the tabs at the bottom of the page can help you navigate the report quickly.

Top tab to help you navigate schedules quickly and with ease.

Home	Non-Union	Management	Bargaining Unit	Summary	Termination	References
Home: Contact & Funding	N1: Hours & Employees	M1: Hours & Employees	B1: Hours & Employees	S1: Hours & Employees	T1: Time to Fill & Reasons	Job Families
Q1: Questions	N2: Demographics	M2: Demographics	B2: Demographics	S2: Total Compensation	T2: Non-Union	Wage Calculator
Q2: COVID-19					T3: Management	
Q3: Recruitment Retention Authorization Form					T4: Bargaining Unit	

2023 Compensation and Employee Turnover Report
For the period of January 1, 2022 to December 31, 2022

Agency Information

Agency name:	
Prepared by:	
Title of person completing survey:	
Telephone:	
Email:	

IMPORTANT: ENTER INFORMATION IN THE GREEN, RED AND BLUE CELLS ONLY

Funding Source Information

Between January 1, 2022 and December 31, 2022

Total funding received in the reporting period:	\$0.00	\$0.00	\$0.00	← (Automatically calculated) →	Provincial Funding as % of Total Funding	
Total number of contracts:	0	0	0	← (Automatically calculated) →	Non-Provincial Funding as % of Total Funding	

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount	Percentage of Union Funding	Percentage of Non-Union Funding	Percentage of Total Funding	Number of Union Contracts	Number of Non-Union Contracts	Total Number of Contracts
Provincially Funding									
Crown Corporations									
↓ (Automatically calculated) ↓									
Community Living BC			\$0.00						0
BC Housing			\$0.00						0
BC Transit			\$0.00						0
Columbia Basin Trust			\$0.00						0
BC Health Authorities									
Fraser			\$0.00						0
Interior			\$0.00						0
Northern			\$0.00						0
Vancouver Coastal			\$0.00						0
Vancouver Island			\$0.00						0
Provincial Health Services Authority			\$0.00						0

...	Authorization Form	Home	Q1	Q2	Q3	N1	N2	M1	M2	B1	B2	S1	S2	T1	T2	T3	T4	Job Families	Wage Calculator	Survey Checklist
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Bottom Tabs to help navigate report quickly and go from one schedule to another.

Home Schedule

We will now look at an example of the Home Schedule.

On the Home Schedule, please provide your agency's information as displayed below in the **green** cells:

A - Your agency and contact information

B - Amount of funding received in the 2022 calendar year and number of contracts for programs

C - Number of contacts by funding source and type of program

You will notice below that the amount of funding is automatically filled in in the **white** cells. You will not be able to type in any information into the white cells as they are used for automatically calculating information.

IMPORTANT NOTES: You must report all funding from all funding sources. Please provide your entire funding base. Any funding that does not fall into the available list can be listed under the "Others" column at the very bottom of the Home Schedule. **You do not need to enter anything into the white cells as they calculate automatically.**

The cells on the Home Schedule that contain the text "Provincial Funding as a % of Total Funding" and "Non-Provincial Funding as % of Total Funding" are in this report to detail that these percentages are calculated from the Home Schedule as a guideline for agencies that may be having trouble splitting the Non-Provincial Funding with the Provincial Funding on Schedules N1 (Non-Union Employees), Schedule M1, (Management and Excluded) and Schedule B1 (Bargaining Unit).

On Schedule N1, this will split the Total Hours paid at Straight Time and on Schedules M1 and B1 this will assist with calculating the Non-Provincial and Provincial Hours split. If your agency has information on the split of Provincially Funded and Non-Provincially funded, please report the figures in Schedules N1, M1 and B1. If your agency does not have this information readily available please use the assistive guideline on the Home Schedule.

2023 Compensation and Employee Turnover Report
For the period of January 1, 2022 to December 31, 2022

Agency Information

Agency name:	
Prepared by:	A
Title of person completing survey:	
Telephone:	
Email:	

IMPORTANT: ENTER INFORMATION IN THE GREEN, RED AND BLUE CELLS ONLY

Funding Source Information

Between January 1, 2022 and December 31, 2022

Total funding received in the reporting period:	\$0.00	\$0.00	\$0.00	← (Automatically calculated) →	Provincial Funding as % of Total Funding	
Total number of contracts:	0	0	0	← (Automatically calculated) →	Non-Provincial Funding as % of Total Funding	

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount	Percentage of Union Funding	Percentage of Non-Union Funding	Percentage of Total Funding	Number of Union Contracts	Number of Non-Union Contracts	Total Number of Contracts
Provincially Funding									
Crown Corporations									
	↓ (Automatically calculated) ↓								
Community Living BC	B		\$0.00				C		0
BC Housing			\$0.00						0
BC Transit			\$0.00						0
Columbia Basin Trust			\$0.00						0

Home Schedule - Funding Sources

Two conventions you will see throughout the report are “Provincially Funded” and “Non-Provincially Funded”. The Crown Corporations, BC Health Authorities and BC Provincial ministries are all considered “Provincially funded” for the purposes of this report. **At the very bottom of the Home Schedule you will find the “others” heading - all funding that is captured under “others” is considered non-provincially funded.**

NOTE: The “Others” category at the very bottom of the home schedule under the “Others” heading is where you will report any other funding is not listed on the Home Schedule.

PROVINCIALY FUNDED

Crown Corporations, BC Health Authorities and BC Provincial Ministries and BC Gaming Grant.

REMEMBER: You must report all funding from all sources.

Any funding that your agency receives that does not fall under any of the Funders that are provided on the “Provincially Funded” list will fall under the “Others” category which you will find highlighted. For example, donations, grants, private fees and client fees etc. **If you require any further assistance on this matter please contact our support team at 1-855-625-3244**

Funding Source Information
Between January 1, 2022 and December 31, 2022

Total funding received in the reporting period:	\$0.00	\$0.00	\$0.00
Total number of contracts:	0	0	0

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount
Provincially Funding			
Crown Corporations			
Community Living BC			\$0.00
BC Housing			\$0.00
BC Transit			\$0.00
Columbia Basin Trust			\$0.00
BC Health Authorities			
Fraser			\$0.00
Interior			\$0.00
Northern			\$0.00
Vancouver Coastal			\$0.00
Vancouver Island			\$0.00
Provincial Health Services Authority			\$0.00
BC Provincial Ministries			
Agriculture and Food			\$0.00
Attorney General			\$0.00
Children and Family Development			\$0.00
Citizens' Services			\$0.00
Education and Child Care			\$0.00
BC School Districts			\$0.00
Emergency Management and Climate Readiness			\$0.00
Energy, Mines and Low Carbon Innovation			\$0.00
Environment and Climate Change Strategy			\$0.00
Finance			\$0.00
Forests			\$0.00
Health			\$0.00
Housing			\$0.00
Indigenous Relations and Reconciliation			\$0.00
Jobs, Economic Development and Innovation			\$0.00
Labour			\$0.00
Mental Health and Addictions			\$0.00
Municipal Affairs			\$0.00
Post Secondary Education and Future Skills			\$0.00
Public Safety and Solicitor General			\$0.00
Social Development and Poverty Reduction			\$0.00
Tourism, Arts, Culture and Sport			\$0.00
Transportation and Infrastructure			\$0.00
Water, Land and Resource Stewardship			\$0.00
Other Provincial Funding Sources			
BC Gaming Grant			\$0.00
Non-Provincial Funding			
Federal Government			\$0.00
Other Provincial and Territorial Government(s)			\$0.00
Municipal Government(s)			\$0.00
First Nations Health Authority			\$0.00
Others			\$0.00

NON-PROVINCIALY FUNDED

Federal government, Other Provincial and Territorial government(s), Municipal government(s), First Nations Health Authority, and Others.

Schedule Q1 - Part 1

On **Schedule Q1**, please provide the following information:

- A-** The legal status of your agency
- B-** Employer Health Tax (EHT) Payable for 2022
- C-** Service Subdivision (Yes or No- SEE PAGE 18)
- D-** EI Premium Reduction Program Status
- E-** % of BC Housing funding used for employee compensation
- F-** CLBC Home Share Provider expenditures
- G-** CLBC funded employees
- H-** Live-in home support workers
- I-** Licensed Child Care

NOTE:

There are several options in the drop down box under "Legal Status". Please contact our support team if you are unsure of which legal status your agency falls under. For the purposes of this report, Municipalities and First Nations Bands will fall under the "other" category.

Schedule Q1: Questions
As of December 31, 2022

- A -** Legal Status
What is the legal status of your agency (registered company, sole proprietor, non-incorporated partnership, or incorporated society)?
- B -** Employer Health Tax (EHT)
Please enter the Employer Health Tax (EHT) amount payable for the calendar year January 1, 2022 to December 31, 2022:
- C -** Service Subdivision
Please indicate if your agency provides the following services. Indicate Yes for all that apply.

Child & Family Services	<input type="text"/>
Community Justice	<input type="text"/>
Community Living Services	<input type="text"/>
Housing Services	<input type="text"/>
Immigrant Services	<input type="text"/>
Indigenous Services	<input type="text"/>
Women's Services	<input type="text"/>
Other	<input type="text"/>
- D -** EI Premium Reduction Program
Are you an employer who has qualified for reduced employer EI premium rates?
<https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/ei-employers/premium-reduction-program.html>
- E -** BC Housing Funding - Supplementary Question (If Applicable)
If you received funding from BC Housing between January 1 and December 31, 2022, what percentage of the funding is for employee compensation?
- F -** CLBC Funding - Supplementary Question (If Applicable)
If you received funding from Community Living BC between January 1 and December 31, 2022, what is the total dollar amount you paid in the calendar year to home share providers, not including user fees and oversight?
- G -** CLBC Funded Employees (if applicable)
If your agency receives funding from CLBC, how many of your agencies' newly hired (within calendar year 2022) employees are in whole or in part funded by CLBC monies?

To the best of your ability, please indicate how many of those newly hired CLBC funded employees came from outside of the social services sector? (leave blank if unable to answer or if not applicable)

How many of your agency's new hires (between January 1, 2022 and December 31, 2022), both internal and external, provide services for CLBC programs?
- H -** Live-In Home Support Workers
Does your agency employ any live-in home support workers at a flat daily rate?
- I -** Licensed Child Care
Is your agency a licensed child care program provider in BC?

Schedule Q1 - Part 2

On Schedule Q1, Part 2, please indicate if your agency provides the following services under "Service Subdivision" indicate **YES** or **NO** to the below services provided:

- A - Child & Family Services
- B - Community Justice
- C - Community Living Services
- D - Housing Services
- E - Immigrant Services
- F - Indigenous Services
- G - Women's Services
- H - Other

Service Subdivision

Please indicate if your agency provides the following services. Indicate Yes for all that apply.

- Child & Family Services
- Community Justice
- Community Living Services
- Housing Services
- Immigrant Services
- Indigenous Services
- Women's Services
- Other

Schedule Q1 - Part 3

On Schedule Q1, Part 3, please provide the following information if applicable:

A - If your agency receives CLBC funding, indicate how many of your agency's newly hired employees are in whole or partly funded by CLBC monies.

B - To the best of your ability, please indicate the number of the newly hired CLBC funded employees who came from outside of the social services sector.

C - Indicate how many of your agency's new hires, both internal (hires from inside the agency) and external (hires from outside your agency) provide services for CLBC programs.

D - To the best of your knowledge, please indicate the number of these new employees who are new to the sector, having not worked in a CLBC residential and/or non-residential program before.

A - CLBC Funded Employees (if applicable)

If your agency receives funding from CLBC, how many of your agency's newly hired (within calendar year 2022) employees are in whole or in part funded by CLBC monies?

B - To the best of your ability, please indicate how many of those newly hired CLBC funded employees came from outside of the social services sector?
(leave blank if unable to answer or if not applicable)

C - How many of your agency's new hires (between January 1, 2022 and December 31, 2022), both internal and external, provide services for CLBC programs?

D - To the best of your knowledge, how many of these new employees are new to the sector, having not worked in a CLBC residential and/or non-residential program before?

Schedule Q1 - Part 4

On Schedule Q1, please provide the following information:

- A** - The Payroll/Vendor System(s) used by your agency, if applicable.
- B** - The Group Benefit Provider (if applicable) for your agency
- C** - The Pension or Retirement Plan (if applicable) for your agency
- D** - The Short Term Illness or Injury Plan status of your agency (Yes or No for each employee group)

NOTE:

Please see dropdown boxes in the following blue cells, if your agency has a different payroll/vendor system or your agency manages it's own payroll you can simply write "in-house" in the blue cell. This dropdown/manual option will be the same for both the Group Benefit Provider and Pension and Retirement plan.

A - Payroll Vendor/System
What payroll vendor(s) and/or system(s) does your agency use? Select more than one, if applicable.

Payroll vendor/system 1:	
Payroll vendor/system 2 (if applicable):	
Payroll vendor/system 3 (if applicable):	

B - Group Benefit Provider
Who is (are) your agency's group benefit provider(s)? Select more than one, if applicable.

Group benefit provider 1:	
Group benefit provider 2 (if applicable):	
Group benefit provider 3 (if applicable):	

C - Pension or Retirement Plan
What pension or retirement plan does your agency provide to your employees?

Non-Union:	
Management:	
Bargaining Unit:	

D - Short Term Illness and Injury Plan
Does your agency have a STIIP (Short Term Illness and Injury Plan) for each employee group?

	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

Schedule Q3, Part 1 - Recruitment

On Schedule Q3 please answer the following questions from the dropdown (Strongly Agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree) See screenshot below for example of the dropdown questions.

- A - Does your agency have a problem in recruiting Full Time Employees?
- B - Does your agency have a problem in recruiting Part Time Employees?
- C - Does your agency have a problem in recruiting Casual Employees?
- D - Recruiting Full-Time Employees in the Past 2 years has been difficult
- E - Recruiting Part-Time Employees in the Past 2 years has been difficult
- F - Recruiting Casual Employees in the past 2 years has been difficult

Recruitment

- A - We have a problem in recruiting Full Time employees
- B - We have a problem in recruiting Part Time employees
- C - We have a problem in recruiting Casual employees

Recruitment Situation in the Past 2 Years

- D - Recruiting Full-Time employees in the past 2 years has been difficult
- E - Recruiting Part-Time employees in the past 2 years has been difficult
- F - Recruiting Casual employees in the past 2 years has been difficult

Strongly Agree
Agree
Neither Agree nor Disagree
Disagree
Strongly Disagree

EXAMPLE - Please use the following dropdown options for answering recruitment and retention questions on Schedule Q3

Schedule Q3, Part 2 - Retention

On Schedule Q3 please answer the following questions from the dropdown (Strongly Agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree) See screenshot below for example of the dropdown questions.

- A - Does your agency has a problem in retaining Full Time Employees?
- B - Does your agency have a problem in retaining Part Time Employees?
- C - Does your agency have a problem in retaining Casual Employees?
- D - Retaining Full-Time Employees in the Past 2 years has been difficult
- E - Retaining Part-Time Employees in the Past 2 years has been difficult
- F - Retaining Casual Employees in the past 2 years has been difficult

Retention

- A - We have a problem in retaining Full Time employees
- B - We have a problem in retaining Part Time employees
- C - We have a problem in retaining Casual employees

Retention Situation in the Past 2 Years

- D - Retaining Full-Time employees in the past 2 years has been difficult
- E - Retaining Part-Time employees in the past 2 years has been difficult
- F - Retaining Casual employees in the past 2 years has been difficult

Schedule N1 - Non-Union - Classification, Hours and Employees

On **Schedule N1**, please provide the following information for all (B) regular and casual non-union positions in your agency:

A - Classification

B - If the employee is **Regular** or **Casual** (see glossary pg. 10)

C - Standard Hours per Year

D - Total hours paid at straight time and weighted average hourly pay (See glossary. Pg. 10)

E - Count of **non-provincially funded active** Employees and **provincially funded active** Employees

F - Number of **provincially funded** employees **on leave of absence as of December 31st, 2022.**

G - Number of **vacant positions unfilled as of December 31st, 2022.**

H - Number of employees **terminated** between **January 1st and December 31st, 2022.**

I - Number of **external new hires.** I.e. new hires from **outside of the agency.**

J - Number of **internal new hires.** I.e. new hires from **within the agency.**

K - Number of **paid straight time hours used for backfill (hours worked by another employee to cover for an employee that was unable to work their scheduled hours)** If you do not track backfill please indicate this in an email when you submit your report to report@cssea.bc.ca

L - Total Hours Paid at the Single Site Order Pay Rate

*For employees who are funded through both provincial and non-provincial sources: *Count only once as PROVINCIAALLY FUNDED.**

Regular (Full-Time/Part-Time) and Casual Employee Information

Non-Provincial Funding as % of Total Funding (Automatically calculated from the Home Schedule)

Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>(Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022</small>				Number of Employees as of December 31, 2022 <small>(For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)</small>					Vacancy, Termination, and New Hires				Backfill <small>(Between Jan. 1 and Dec. 31)</small>		
			Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded Active	Provincially Funded				Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Between Jan. 1 and Dec. 31)</small>	New Hires External <small>(Between Jan. 1 and Dec. 31)</small>	New Hires Internal <small>(Between Jan. 1 and Dec. 31)</small>	Total Hours Paid at Straight Time Pay Rate	What % of the total straight time hours were backfill?	
			Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$		Active	LTD	WCB	Maternity/Parental Leave							Other Leave
Subtotals:			0.0	0.0													0.0	
A	B	C	D				E	F				G	H	I	J	K		

Total Hours Paid at the Single Site Order Pay Rate
Between January 1, 2022 and December 31, 2022

L -

Non-Provincially Funded		Provincially Funded	
Total Non-Provincially Funded	Weighted Average Hourly Pay	Total Provincially Funded	Weighted Average Hourly Pay
Hours	\$	Hours	\$
0.0		0.0	

Small Agency Classification Walkthrough - Part 1

Inputting Classifications into Schedule N1

Agencies reporting their employees do it one of two ways – by individual employee or by group of employees by classification. Agencies with 10 or less employees in total find that it is easier to complete the report by individual employee while agencies with greater than 10 employees find it more efficient to complete the report by groups of employees by classification.

This example walk through is for agencies with 10 or less employees. For agencies with more than 10 employees please see the walkthrough on page 25.

Lets assume that your agency employs three people and we want to fill out the report for each of them. On **Schedule N1** in the column that says **Classification** click on the first blue cell which will be on line 17. You will see a small arrow appear next to the cell. **Click on this arrow and it will bring up a list of all the available classifications within our sector. If the person works a job that is not covered under any of the classifications, you can manually enter their job into the Classification cell.** For this example we will assume that all three employees are Activity Workers. Select "**Activity Worker**" from the drop down menu.

Now you will want to click the Blue cell under the **Regular (FT/PT) or Casual column**. If the person is Regularly scheduled (they work a set number of days in the week) select **Regular** and if they are casual select **Casual**.

Schedule N1: Non-Union
Regular (Full-Time/Part-Time) and Casual Employee Information

Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022			
			Hours Paid at Straight Time		Weighted Average Hourly Pay	
			Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$
Subtotals:			0.0	0.0		
Activity Worker	Regular					

Small Agency Classification Example Walkthrough – Part 2

Standard Hours per Year

We will now need to enter in the **Standard Hours Per Year**. **Standard Hours per Year** (see glossary on page 4) is the number of hours that an employee would have worked if they had worked full time in their position for the entire year without taking any time off. We would call these Standard Hours per year. We are not entering in the actual hours worked yet (Hours at Straight time) as this will come next and will be explained in the next page. Right now, we need to determine how many hours the employee would have worked if they had worked all year in their position.

Think of it like the “Model Employee” – an individual who would never call in sick or take any time off and was never late.

For example, based on a **35 hour work week** multiplied by **52 weeks**, the Standard Hours per Year would be **1820 (35 hours a week x 52 weeks in the year = 1820 Standard Hours per Year)** For a **37.5 hour work week** the Standard Hours per year would be **1950 (37.5 hours a week x 52 weeks in the year = 1950)** and for a **40 hour work week** the standard hours per year would be **2080 (40 hours a week x 52 weeks in the year = 2080 Standard Hours Per Year)** Let’s assume for this example that a full time work week at this agency is **35 hours**, so we select **1820** from the drop down menu under **“Standard Hours per Year”**

Many small agencies often do not have the traditional ‘full time’ hours and do not have any full time employees at all. If this is the case for your agency, for the purposes of this report, we ask that choose the standard hours per year that would apply to someone if they were to work full time at your agency. **You may use “1820” or “1950” as a placeholder for their standard hours per year.**

Let’s assume for this example that a full time work week at this agency is **35 hours**, so we select **1820** from the drop down menu under **“Standard Hours per Year”** - **Your report should look something like the image below, depending on the individuals specific hours.**

Schedule N1: Non-Union

Regular (Full-Time/Part-Time) and Casual Employee Information

Classification <i>(If none of the classifications in the drop-down menu applies, please type in the position title.)</i>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022			
			Hours Paid at Straight Time		Weighted Average Hourly Pay	
			Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$
Subtotals:			0.0	0.0		
Activity Worker	Regular	1820				

Small Agency Classification Walkthrough - Part 3

Hours Paid at Straight Time

We will now enter in the **Hours Paid at Straight Time (actual hours worked in the year)** by the activity worker in 2022. Under the Hours Paid at Straight Time Rate heading we will be entering in the number of hours worked in the year with them being both provincially funded and non-provincially funded. If you are unsure as to which is which see Page 14 (The Home Schedule) to check which funding sources are considered provincially funded and non-provincially funded for the purposes of this report.

In this example we will assume that the employee is fully funded by the province (Provincially funded) and worked 1820 hours in 2022 with no overtime. Please enter the number **1820** in the cell under the “**Provincially funded Hours**” column pictured below.

We now need to **enter in the employees’ hourly wage**. We will enter this under the **Weighted Average Hourly Pay – Provincially Funded column**. Please enter in the Hourly Wage that the employee was paid for the majority of the year. If the employee was given a raise within the year please report the pay rate they received for the majority of the year. For this example we will be using **\$15/hour**. For example, If an employee was being paid **\$14 an hour from January to February but was given a raise to \$15/hr in March, then enter \$15 per hour as their hourly wage rate as that is the rate they were paid for the majority of the year.**

TIP: Wage increase half-way throughout the year? See the “Wage Calculator”. Enter in the employee’s old wage, their hours under that wage – and then enter in the new wage, with their hours under the current wage. A number will calculate. Please copy and paste this number and put it into the “Weighted Average Hourly Pay” column on Schedule N1 whether provincially funded, non-provincially funded.

REMINDER: *If both please mark only once as PROVINCIALY FUNDED.*

Schedule N1: Non-Union

Regular (Full-Time/Part-Time) and Casual Employee Information

Classification <i>(If none of the classifications in the drop-down menu applies, please type in the position title.)</i>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022			
			Hours Paid at Straight Time		Weighted Average Hourly Pay	
			Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$
Subtotals:			0.0	1,820.0		
Activity Worker	Regular	1820		1,820.0		\$15.00

Small Agency Classification Walkthrough - Part 4

Employee Headcount Information

We will now be adding the headcount information for the employee. In this example we will assume that the employee is still actively working for our agency as of December 31st, 2022. **In the Number of Employees as of December 31st, 2022 section under “Provincially Funded” – ACTIVE” we need to enter the number 1.**

If the employee had been on some type of leave (LTD, WCB, Maternity/Parental Leave – SEE GLOSSARY) or any other type of leave as of December 31st 2022 we would record the number 1 under the necessary column. **For example, if the employee was on “WCB” please enter “1” under “WCB”. This also applies to multiple employees who are being entered in by classification, which we will go over later.**

If an employee is fully Non-Provincially funded please enter the number “1” under the Non Provincially Funded Active column.

Schedule N1: Non-Union

Regular (Full-Time/Part-Time) and Casual Employee Information

Provincial Funding as % of Total Funding		(Automat
Non-Provincial Funding as % of Total Funding		(Automat

Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022				Number of Employees as of December 31, 2022 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)					
			Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded Active	Provincially Funded				
			Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$		Active	LTD	WCB	Maternity/ Parental Leave	Other Leave
Subtotals:			0.0	1,820.0			0	1	0	0	0	0
Activity Worker	Regular	1820		1,820.0		\$15.00		1				

NOTE: For any employee that is funded through both Provincial and Non-Provincial sources please report their headcount ONLY ONCE under PROVINCIALY FUNDED.

Small Agency Classification Walkthrough - Part 5A

We will now be walking through how you would input a termination if it occurred in 2022. **For the purposes of this report a termination refers to any employee who left your agency for any reason.** In the example below, the activity worker worked for $\frac{3}{4}$ of the year and was paid for a total of **1365.00 hours**. Instead of listing the employee as **“Active”** under the number of employees as of December 31st 2022 you must input a **“1”** under **“Terminated Employees”**, as pictured below. If that position was still vacant and needing to be filled as of December 31st 2022, you must also input a **“1”** under **“Vacant Positions”**

Schedule N1: Non-Union

Regular (Full-Time/Part-Time) and Casual Employee Information

Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)
Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)

Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>(Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022</small>				Number of Employees as of December 31, 2022 <small>(For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)</small>					Vacancy, Termination, and New Hires				Backfill <small>(Between Jan. 1 and Dec. 31)</small>		
			Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded Active #	Provincially Funded				Vacant Positions <small>(As of Dec. 31)</small> #	Terminated Employees <small>(Between Jan. 1 and Dec. 31)</small> #	New Hires External <small>(Between Jan. 1 and Dec. 31)</small> #	New Hires Internal <small>(Between Jan. 1 and Dec. 31)</small> #	Total Hours Paid at Straight Time Pay Rate Hours	What % of the total straight time hours were backfill? %	
			Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$		Active	LTD	WCB	Maternity/ Parental Leave							Other Leave
Subtotals:			0.0	3,640.0			0	1	0	0	0	0	1	1	0	0	3640.0	
Activity Worker	Regular	1820		1,820.0		\$15.00		1									1820.0	
Activity Worker	Regular	1820		1,820.0		\$15.00							1	1			1820.0	

The terminations reported on Schedule N1 will automatically be linked to Schedule T2 where we ask for the **Demographic Information of your Terminated Employees**. Schedule T2 will look like the picture below for the Activity Worker if the numbers are not entered.

Schedule T2: Non-Union

Demographic Information of Terminated Employees

Position Type - Classification	Regular (FT/PT) or Casual/ additional hours	Terminated Employees <small>(Between Jan. 1 and Dec. 31)</small> #	Number of Terminated Employees by Age, Gender, Length of Service, and Region <small>(Between January 1 and December 31, 2022)</small>																	
			Age (Years)						Gender			Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#
Subtotals:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Activity Worker	Regular																			
Activity Worker	Regular	1																		

Small Agency Classification Walkthrough - Part 5B

Now you will need to input the following into the Schedule T2 of the report:

- A - Age
- B - Gender
- C - Length of Service
- D - Region

Once you input the Age, Gender, Length of Service (**Years worked with agency – See glossary**) and Region of the terminated Activity Worker on Schedule T2, the row will change from red to green, and look like the image pictured below:

Schedule T2: Non-Union
Demographic Information of Terminated Employees

Position Type - Classification	Regular (FT/PT) or Casual/ additional hours	Terminated Employees (Between Jan. 1 and Dec. 31)	Number of Terminated Employees by Age, Gender, Length of Service, and Region (Between January 1 and December 31, 2022)																	
			Age (Years)						Gender			Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#		
Subtotals:			1	0	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	
Activity Worker	Regular																			
Activity Worker	Regular	1	1							1				1			1			

A
B
C
D

TIP:

If you are unsure of your region for the purposes of this report, this is the health region in which your agency is located. You can skip to Schedule S1 and hover above the red arrows under "Region". There will be lists indicating which cities/towns are in the Interior, Fraser Valley, Northern BC, Vancouver Coastal and Vancouver Island.

NOTE:

If an employee is above or under these age brackets, please select "<26" for individuals younger and ">65" for individuals who are older. If you do not know the exact age of the individual, please call our support team for further assistance at 1.855.625.3244

Small Agency Classification Walkthrough - Part 6

Inputting Multiple Employees on Schedule N1

We will now walk through an example for an agency with 3 "**Residential Workers**". Just like in the previous example, you must report the position of each employee under "**Classification**" using either the drop down menu or manually.

You must then report whether each employee was scheduled regularly or casually as pictured in the image below. **If the individual is regularly scheduled (they work a set number of hours in the week – see glossary) select regular. If they are casual, select casual.**

Schedule N1: Non-Union

Regular (Full-Time/Part-Time) and Casual Employee Information

Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)
Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)

Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022				Number of Employees as of December 31, 2022 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)					Vacancy, Termination, and New Hires			
			Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded Active	Provincially Funded				Vacant Positions (As of Dec. 31)	Terminated Employees (Between Jan. 1 and Dec. 31)	New Hires External (Between Jan. 1 and Dec. 31)	New Hires Internal (Between Jan. 1 and Dec. 31)
			Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$		Active	LTD	WCB	Maternity/ Parental Leave				
Subtotals:			0.0	0.0			0	0	0	0	0	0	0	0	0
Residential Worker															
Residential Worker															
Residential Worker															

You must then report how many hours each employee would have worked if they worked full time in that position under **Standard Hours per Year**. If the standard hours per year for that position is not available in the dropdown menu, please either use the placeholder of "**1920**" or "**1850**" – or alternatively please indicate these standard hours per year in an email when you submit the report.

Small Agency Classification Walkthrough - Part 7A

You must input the **Hours Paid at Straight Time** for each employee that were non-provincially funded and provincially funded, which is the number of hours they were paid for in 2022.

You then need to enter in the employees' hourly wage. We will enter this under the **Weighted Average Hourly Pay**. Enter in the Hourly Wage that the employee was paid for the majority of the year. If an employee was given a raise in the year please report the pay rate they received for the majority of the year.

You will then have to report if they were **Active, on leave (LTD, WCB, Maternity/Parental Leave, Other Leave) or Terminated**. In the picture below, 2 Residential workers were Active and Provincially Funded and 1 Residential Worker was terminated in 2022. In this example we will assume that a vacancy was created and since the terminated position was not filled as of December 31st 2022, it is also indicated as being vacant.

IMPORTANT: LTD and WCB in the Number of Employees section denotes LTD or WCB leave, not that the person is covered under LTD and WCB.

Schedule N1: Non-Union

Regular (Full-Time/Part-Time) and Casual Employee Information

Provincial Funding as % of Total Funding	(Automatically calculated from the Home Schedule)
Non-Provincial Funding as % of Total Funding	(Automatically calculated from the Home Schedule)

Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022				Number of Employees as of December 31, 2022 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)						Vacancy, Termination, and New Hires				Backfill (Between Jan. 1 and Dec. 31)		
			Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded	Provincially Funded					Vacant Positions (As of Dec. 31)	Terminated Employees (Between Jan. 1 and Dec. 31)	New Hires External (Between Jan. 1 and Dec. 31)	New Hires Internal (Between Jan. 1 and Dec. 31)	Total Hours Paid at Straight Time Pay Rate	What % of the total straight time hours were backfill?	
			Non-Provincially Funded	Provincially Funded	Non-Provincially Funded	Provincially Funded		Active	LTD	WCB	Maternity/Parental Leave	Other Leave							#
Subtotals:			0.0	0.0			0	2	0	0	0	0	0	1	1	0	0	0.0	
Residential Worker	Regular	1820			\$15.00		1							1	1				
Residential Worker	Regular	1820			\$14.00									1	1				
Residential Worker	Regular	1820			\$15.00		1												

Small Agency Classification Walkthrough - Part 7B

Terminations

Just like in the previous example, the termination reported on Schedule N1 will be automatically inputted into **Schedule T2**, where you then must report the demographics of the terminated employee. **You will see that cells have turned red indicating there is missing data.** Schedule T2 will look like the image below before you enter data:

Schedule T2: Non-Union
Demographic Information of Terminated Employees

Position Type - Classification	Regular (FT/PT) or Casual/ additional hours	Terminated Employees (Between Jan. 1 and Dec. 31)	Number of Terminated Employees by Age, Gender, Length of Service, and Region (Between January 1 and December 31, 2022)																	
			Age (Years)						Gender			Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#		
		Subtotals:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Residential Worker	Regular																			
Residential Worker	Regular	1																		
Residential Worker	Regular																			

Once you input the Age, Gender, Length of Service and Region for your terminated employee on Schedule T2, **the row will change from red to green, as shown below:**

Schedule T2: Non-Union
Demographic Information of Terminated Employees

Position Type - Classification	Regular (FT/PT) or Casual/ additional hours	Terminated Employees (Between Jan. 1 and Dec. 31)	Number of Terminated Employees by Age, Gender, Length of Service, and Region (Between January 1 and December 31, 2022)																	
			Age (Years)						Gender			Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#		
		Subtotals:	1	0	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	
Residential Worker	Regular																			
Residential Worker	Regular	1	1						1				1			1				
Residential Worker	Regular																			

Medium to Large Agency Classification Walkthrough - Part 1

Inputting Multiple Employees on one line

Agencies completing the report do it in one of two ways – by individual employee by classification or by group of employees by classification (job title – see glossary) **Agencies with greater than 10 employees find it more time efficient to complete the report by groups of employees by classification.** Below is an example of how you would fill out the report by classification for 10 regular activity workers, 1 of which was terminated in 2022 leaving a vacancy, several having different rates of pay, with some workers funded provincially and others funded non - provincially, and with one new hire reported in the year.

STEP 1:

First we will select **“Activity Worker”** from the Classifications drop down. We then select whether these individuals are regular employees or casual employees on the **“Regular FT/PT of Casual/additional hours”** dropdown to the right.

Standard Hours per Year (see glossary on page 10) are the number of hours an employee would have worked in a year if they had worked full time in their specific position. In this example the Standard Hours per Year for these workers is 1950 based on a 37.5 work week, with 260 work days per year. We are not entering in the actual hours worked yet (Hours at straight time) as that will come next. For example, based on a **35** hour work week multiplied by **52** weeks, **the Standard Hours per Year would be 1820 (35 Hours a week x 52 weeks in the year = 1820 hours)**, and a **37.5** hour work week the Standard hours per Year would be **1950 (37.5 hours a week x 52 weeks in the year = 1950 hours)** and so on.

For this example, let’s assume that a full time work week at this agency is **37.5** hours, so we select **“1950”** from the drop down menu under Standard Hours per Year.

For this example we going to take **3 employees who are provincially funded**, who are all working a **37.5 hour work week**, amounting to **1950** hours a year (**1950 x 3 = 5850**) and the remaining are **7 non-provincially funded employees** who are all working **37.5 hour work weeks**, amounting again to **1950 hours a year (1950 x 7 = 13650)**. We enter those numbers into their respective field, as shown below:

Schedule N1: Non-Union
Regular (Full-Time/Part-Time) and Casual Employee Information

Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>(Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022</small>			
			Hours Paid at Straight Time		Weighted Average Hourly Pay	
			Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$
Subtotals:			13,650.0	5,850.0		
Activity Worker	Regular	1950	13,650.0	5,850.0		

Medium to Large Agency Classification Walkthrough - Part 2

Weighted Average Hourly Pay and Wage Calculator

STEP 2:

We now need to calculate the weighted average wage rate for the classification we are using (Activity Worker) To do this, we will use the **Weighted Average Hourly Pay Calculator** inside the report. Click on the Weighted Average tab at the top of the page on the report to access it.

This sheet is here for you to use for each classification. You can clear it and change the calculator as many times are you like and it will not impact your work - this does not automatically fill into cells on previous schedules.

First we will calculate the **Weighted Average Wage Rate for the provincially funded employees**. Let's assume they each worked **1950 hours in the year** and that two of these employees were paid **\$15/hr** and the remainder were paid **\$17/hr**. We will now input these values one by one on each line.

Pictured below, we now have the Weighted Average Wage Rate for our provincially funded employees. Back on Schedule N1 we can input this figure where it needs to go (see figure bottom right)

NOTE:
Please see the blue circles in this example, you will see that both of these values are \$15.67, as this is the average. Copy the average from the wage calculator and enter into the corresponding schedule. (N1, M1 or B1)

Weighted Average Wage Rate Calculator

Total Paid Straight Time Hours	5850.0
Weighted Average Wage Rate	\$15.67

Paid Straight Time Hours	Hourly Wage Rate	Straight Time Wages
1950.0	\$15.00	\$29,250.00
1950.0	\$17.00	\$33,150.00
1950.0	\$15.00	\$29,250.00
		\$0.00
		\$0.00

Schedule N1: Non-Union Regular (Full-Time/Part-Time) and Casual Employee Information

Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>(Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022</small>			
			Hours Paid at Straight Time		Weighted Average Hourly Pay	
			Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$
Subtotals:			13,650.0	5,850.0		
Activity Worker	Regular	1950	13,650.0	5,850.0		\$15.67

Medium to Large Agency Classification Walkthrough - Part 3

STEP 3:

Now we will calculate the Weighted Average Hourly Wage Rate for the non-provincially funded employees. **Let's assume 6 employees worked 1950 hours in the year and two other employees worked 975 hours in the year. One was paid \$17/hr. and the other \$16/hr. We will now input these values one by one on each line (See figure on bottom left).**

Pictured below you will see we now have the Weighted Average Wage Rate for our non-provincially funded workers (\$16.86) We can now enter this figure back onto Schedule N1 under the **"Weighted Average Hourly Pay - Non Provincially Funded"** column.

You may repeat this process for each classification. Remember, you can clear the Weighted Average calculator sheet whenever you want to input other classifications, as it is not linked to anything else in the report.

Weighted Average Wage Rate Calculator

Total Paid Straight Time Hours	13650.0
Weighted Average Wage Rate	\$16.93

Paid Straight Time Hours	Hourly Wage Rate	Straight Time Wages
11700.0	\$17.00	\$198,900.00
975.0	\$17.00	\$16,575.00
975.0	\$16.00	\$15,600.00
		\$0.00

Schedule N1: Non-Union Regular (Full-Time/Part-Time) and Casual Employee Information

Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022			
			Hours Paid at Straight Time		Weighted Average Hourly Pay	
			Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$
Subtotals:			13,650.0	5,850.0		
Activity Worker	Regular	1950	13,650.0	5,850.0	\$16.93	\$15.67

Medium to Large Agency Classification Walkthrough - Part 4

STEP 4A:

We are now going to indicate how many employees were active, on leave, and/or terminated in the 2022 calendar year. For this example we have **10** regular activity workers, one of which was terminated in 2022.

Remember **for the purposes of this report, Terminations may be voluntary or involuntary.** For example, retirement and a dismissal with cause are both considered terminations.

IMPORTANT: LTD and WCB in the Number of Employees section denotes LTD of WCB leave, not that the person is covered under WCB or LTD. We're now going to input the number 1 under the Termination column on our classification Line on Schedule N1 like so:

Schedule N1: Non-Union		Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)														
Regular (Full-Time/Part-Time) and Casual Employee Information		Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)														
Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>(Include both worked and non-worked hours; exclude overtime hours.)</small>				Number of Employees as of December 31, 2022 <small>(For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)</small>					Vacancy, Termination, and New Hires				Backfill <small>(Between Jan. 1 and Dec. 31)</small>		
			Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded	Provincially Funded					Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Between Jan. 1 and Dec. 31)</small>	New Hires External <small>(Between Jan. 1 and Dec. 31)</small>	New Hires Internal <small>(Between Jan. 1 and Dec. 31)</small>	Total Hours Paid at Straight Time Pay Rate	What % of the total straight time hours were backfill?
			Non-Provincially Funded	Provincially Funded	Non-Provincially Funded	Provincially Funded		Active	LTD	WCB	Maternity/ Parental Leave	Other Leave						
		Subtotals:	13,650.0	5,850.0			0	9	0	0	0	0	0	0	0	0	19500.0	
Activity Worker	Regular	1950	13,650.0	5,850.0	\$16.93	\$15.67		9							1		19500.0	

STEP 4B:

A note on vacancies. When a termination occurs, one of two of things happen. Either the position is vacant and a new posting is made, or no job posting is made. **If there was a termination and a vacancy was posted and that position was still vacant as of December 31st, 2022, then we would report the vacancy as indicated in the figure below.**

Ex. A Termination occurs on November 15, and the job is posted as vacant and the position still unfilled as of Dec 31, 2022 then we would record that as one vacancy. Conversely if a termination occurred on June 30th and the position was filled July 15th, we would not report that vacancy as the job was not vacant as of December 31st.

Schedule N1: Non-Union		Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)															
Regular (Full-Time/Part-Time) and Casual Employee Information		Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)															
Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>(Include both worked and non-worked hours; exclude overtime hours.)</small>				Number of Employees as of December 31, 2022 <small>(For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)</small>					Vacancy, Termination, and New Hires				Backfill <small>(Between Jan. 1 and Dec. 31)</small>			
			Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded	Provincially Funded					Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Between Jan. 1 and Dec. 31)</small>	New Hires External <small>(Between Jan. 1 and Dec. 31)</small>	New Hires Internal <small>(Between Jan. 1 and Dec. 31)</small>	Total Hours Paid at Straight Time Pay Rate	What % of the total straight time hours were backfill?	
			Non-Provincially Funded	Provincially Funded	Non-Provincially Funded	Provincially Funded		Active	LTD	WCB	Maternity/ Parental Leave	Other Leave							Hours
		Subtotals:	13,650.0	5,850.0			0	9	0	0	0	0	0	1	1	0	0	19500.0	
Activity Worker	Regular	1950	13,650.0	5,850.0	\$16.93	\$15.67		9						1	1			19500.0	

Medium to Large Agency Classification Walkthrough - Part 5

STEP 5:

We are now going to enter the demographic and regional information for the terminated employee. Let's start with their age. **Assuming that the terminated employee was 27 years old we enter the number '1' in the 26-35 age group, in the column under the Age heading.**

If there were multiple terminated employees you would enter the number of employees that fell within each age group. **For example if there were two terminated employees one aged 25 and the other age 45 you would put the number "1" in the <26 age group, and the number "1" in the 36-45 age group.** In this example there is only one terminated employee, so we just put the number "1" in the **26-35** age group.

Now let's record the **Gender** of the terminated employee. Assuming the employee is **female** we will enter the number '1' under the **female** column for this row. Assuming that the employee worked **1-5** years we will mark the number "1" under the Length of Service column and was employed under the **Fraser Region** we will enter number '1' **under the Fraser Column under the Region header.** The report should now look like the image below and all of the cells will now have turned green as you have filled them in with the data:

Schedule T2: Non-Union
Demographic Information of Terminated Employees

Position Type - Classification	Regular (FT/PT) or Casual/ additional hours	Terminated Employees (Between Jan. 1 and Dec. 31)	Number of Terminated Employees by Age, Gender, Length of Service, and Region (Between January 1 and December 31, 2022)																	
			Age (Years)						Gender			Length of Service (Years)				Region				
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island
#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#		
Subtotals:			0	1	0	0	0	0	0	1	0	0	1	0	0	0	1	0	0	0
Activity Worker	Regular	1		1						1			1				1			

For each of the demographic segments the sum of values must equal the number that is imported under the Terminated Employees column for the classification. If it does not sum up the cells will still be red and you will need to make an adjustment.

And there you have it! Follow this process for each classification and you should finish the biggest and most complex part of the report with in a timely manner and with ease. The process is the same for the Management & Excluded and Bargaining Unit components with some slight modifications. Please consult the sections for these employment groups to see how they differ.

Schedule N2: Non-Union Demographics - Part 1

In Schedule N2 please provide the following information for all active, regular and casual, provincially funded non-union employees that you have reported in Schedule N1 as of December 31st, 2022. **This means that if you have indicated you only employ 5 provincially funded employees, you will only need to input 5 employees within the demographics rather than the headcount of your entire agency.** Below, you will find a figure with the corresponding letters indicating which area you need to input length of service, gender, age, and group benefit participation.

- A** - Length of service (The number of employees who have worked for x amount of years)
- B** - Gender and age (The number of employees that correspond to each gender and age)
- C** - Participation in group benefits (the number of employees that participate in each benefit)

Schedule N2: Non-Union

Demographic Information of **Provincially Funded, Active Employees ONLY**

Seniority (Length of Service) (As of December 31, 2022)

	Regular	Casual
< 1 year		
1 to < 2 years		
2 to < 3 years		
3 to < 4 years		
4 to < 5 years	A	
5 to < 6 years		
6 to < 7 years		
7 to < 8 years		
8 to < 9 years		
9 to < 10 years		
10 to < 11 years		
11 to < 12 years		
12 to < 13 years		
13 to < 14 years		
14 to < 15 years		
15 to < 16 years		
16 to < 17 years		
17 to < 18 years		
18 to < 19 years		
19 to < 20 years		

Age & Gender (As of December 31, 2022)

	Regular			Casual		
	Male	Female	Gender Diverse	Male	Female	Gender Diverse
< 20						
20						
21						
22						
23		B				
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						

Group Benefit Participation (As of December 31, 2022)

Participation Status Benefit Type	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
Dental						0
Extended Health Care (EHC)			C			0
Long Term Disability (LTD)						0
Pension or Retirement Plan						0
Employee & Family Assistance Program (EFAP)						0

Please report the sum of couples and families under "Family Rate", since EHC rates are the same for both.

IMPORTANT NOTE: ON THIS SCHEDULE PLEASE ONLY REPORT THOSE EMPLOYEES THAT ARE PROVINCIALY FUNDED ACTIVE EMPLOYEES. IF YOU REPORT ALL EMPLOYEES YOUR REPORT WILL BE RETURNED TO YOU FOR CORRECTIONS.

Schedule N2: Non-Union Demographics - Part 2

Gender Definitions

Gender Definitions (Statistics Canada, Oct. 1st, 2021)

M – Male gender

This category includes persons whose current gender is reported as male. This includes cisgender and transgender persons who were reported as being male.

F – Female Gender

This category includes persons whose current gender was reported as female. This includes cisgender and transgender persons who were reported as being female.

D – Gender Diverse

This category includes persons whose current gender was not reported exclusively as male or female. It includes persons who were reported as unsure of their gender, both male and female, and persons who not identify as neither male nor female.

Schedule M1: Management

Classifications, Hours and Employees

On Schedule M1, please provide the following information for all management positions in your agency:

- A - Classification
- B - Gender
- C- Average annual salary (amount the person would have been paid if they worked full time for an entire year)
- D- Total non-provincially and provincially funded payroll amount and expenses paid
- E- Total non-provincially and provincially funded hours paid
- F- Number of active non-provincially funded and provincially funded employees
- G- Number of provincially funded employees on leave of absence as of Dec, 31st, 2022
- H- Number of vacant positions unfilled as of Dec 31st, 2022
- I - Number of employees terminated between Jan. 1 and Dec 31st, 2022
- J - Number of External new hires between January 1st and Dec 31st, 2022
- K - Number of Internal new hires between January 1st and Dec 31st, 2022
- L - Number of straight time hours used for backfill
- M - Total Hours Paid at the Single Site Order pay Rate

For employees who are funded through both provincial and non-provincial sources please *Count only once as PROVINCIAALLY FUNDED

Schedule M1: Management

Salary Information and Straight Time Hours

Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)
Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)

Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Gender of Employee	Salary Information, Total Straight Time Pay, and Total Hours Paid at Straight Time Pay Rate <small>(Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022</small>							Number of Employees as of December 31, 2022 <small>(For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)</small>						Vacancy, Termination, and New Hires				Backfill <small>(Between Jan. 1 and Dec. 31)</small>	
		Average Annual Salary per Employee \$/year	Non-Provincially Funded		Provincially Funded		Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded Active	Provincially Funded					Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Between Jan. 1 and Dec. 31)</small>	New Hires External <small>(Between Jan. 1 and Dec. 31)</small>	New Hires Internal <small>(Between Jan. 1 and Dec. 31)</small>	Total Hours Paid at Straight Time Pay Rate Hours	What % of the total straight time hours were backfill? %
			Total Straight-Time Payroll Amount \$	Total Expenses & Allowances Paid \$	Total Straight-Time Payroll Amount \$	Total Expenses & Allowances Paid \$				Active	LTD	WCB	Maternity/Parental Leave	Other Leave						
Subtotals:		\$0.00	\$0.00	\$0.00	\$0.00	0.0	0.0	0	0	0	0	0	0	0	0	0	0	0.0		

A B C D E F G H I J K L

IMPORTANT NOTE: Please report male, female and gender diverse employees on separate rows, even if they fall under the same job classification.

M -

Total Hours Paid at the Single Site Order Pay Rate Between January 1, 2022 and December 31, 2022			
Non-Provincially Funded		Provincially Funded	
Total Non-Provincially Funded Hours	Weighted Average Hourly Pay \$	Total Provincially Funded Hours	Weighted Average Hourly Pay \$
0.0		0.0	

Schedule M2: Management Demographics

On **Schedule M2**, please provide the following information for all active, regular and casual provincially funded non-union employees that you have reported in **Schedule M1**, as of **December 31st, 2022**

- A - Length of service
- B - Gender and age
- C - Participation in group benefits

Schedule M2: Management Demographic Information of Provincially Funded, Active Employees ONLY

Seniority (Length of Service)
(As of December 31, 2022)

	Total (Including ED/CEO)	ED/CEO Only
< 1 year		
1 to < 2 years		
2 to < 3 years		
3 to < 4 years		
4 to < 5 years		
5 to < 6 years	A	
6 to < 7 years		
7 to < 8 years		
8 to < 9 years		
9 to < 10 years		
10 to < 11 years		
11 to < 12 years		
12 to < 13 years		
13 to < 14 years		
14 to < 15 years		
15 to < 16 years		
16 to < 17 years		
17 to < 18 years		
18 to < 19 years		
19 to < 20 years		

Age & Gender
(As of December 31, 2022)

	Male	Female	Gender Diverse
< 20			
20			
21			
22			
23			
24			
25		B	
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			

Group Benefit Participation
(As of December 31, 2022)

Participation Status	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
Dental			C			0
Extended Health Care (EHC)						0
Long Term Disability (LTD)						0
Pension or Retirement Plan						0
Employee & Family Assistance Program (EFAP)						0

Please report the sum of couples and families under "Family Rate", since EHC rates are the same for both.

Schedule B1: Bargaining Unit

In **Schedule B1** please provide the following information for all (B) regular and casual bargaining unit positions in your agency: (Please note: If there are no Bargaining Unit/Unionized employees in your agency skip to Schedule S1: Summary – Hours, Employees and Additional Information)

NOTE: This schedule is essentially the same as Schedule N1, but for the component of unionized employees (if applicable)

- A - Classification**
- B - Standard Hours per Year**
- C - Total Hours Paid at straight time pay rate**
- D - The weighted average hourly pay of each employee**
- E - Number of active non-provincially and provincially funded employees**
- F - Number of provincially funded employees on leave of absence as of December 31st, 2022**
- G - Number of vacant positions unfilled as of December 31st 2022**
- H - Number of employees terminated between January 1st and December 31st, 2022**
- I - Number of External new hires between January 1st and December 31st, 2022**
- J - Number of Internal new hires between January 1st and December 31st, 2022**
- K - Number of paid straight time hours used for backfill**
- L - Total Hours Paid at the Single Site order Pay Rate**

Schedule B1: Bargaining Unit (If Applicable)		Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)																
Regular (Full-Time/Part-Time) and Casual Employee Information		Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)																
Classification <small>(If none of the classifications in the drop-down menu applies, please type in the position title.)</small>	Regular (FT/PT) or Casual/ additional hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate (Include both worked and non-worked hours; exclude overtime hours.) Between January 1, 2022 and December 31, 2022				Number of Employees as of December 31, 2022 (For employees who are funded through both provincial and non-provincial sources, count only as Provincially Funded.)						Vacancy, Termination and New Hires				Backfill (Between Jan. 1 and Dec. 31)			
			Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded Active	Provincially Funded					Vacant Positions (As of Dec. 31)	Terminated Employees (Between Jan. 1 and Dec. 31)	New Hires External (Between Jan. 1 and Dec. 31)	New Hires Internal (Between Jan. 1 and Dec. 31)	Total Hours Paid at Straight Time Pay Rate Hours	What % of the total straight time hours were backfill? %		
			Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$		Active	LTD	WCB	Maternity/ Parental Leave	Other Leave								
		Subtotals:	0.0	0.0			0	0	0	0	0	0	0	0	0	0	0	0.0		
A		B																		K

Total Hours Paid at the Single Site Order Pay Rate
Between January 1, 2022 and December 31, 2022

L -

Non-Provincially Funded		Provincially Funded	
Total Non-Provincially Funded Hours	Weighted Average Hourly Pay \$	Total Provincially Funded Hours	Weighted Average Hourly Pay \$
0.0		0.0	

Schedule B2: Bargaining Unit Demographics

(If applicable)

On **Schedule B2**, please provide the following information for all active, regular and casual provincially funded bargaining unit employees that you have reported in Schedule B1 as of December 31st, 2022. **Please note this schedule is identical to Schedule N1, only for unionized employees.**

- A - Length of service
- B - Gender and age
- C - Participation in group benefits

Schedule B2: Bargaining Unit (If Applicable)

Demographic Information of **Provincially Funded, Active Employees ONLY**

Seniority (Length of Service) (As of December 31, 2022)

	Regular	Casual
< 1 year		
1 to < 2 years		
2 to < 3 years		
3 to < 4 years		
4 to < 5 years		
5 to < 6 years	A	
6 to < 7 years		
7 to < 8 years		
8 to < 9 years		
9 to < 10 years		
10 to < 11 years		
11 to < 12 years		
12 to < 13 years		
13 to < 14 years		
14 to < 15 years		
15 to < 16 years		
16 to < 17 years		
17 to < 18 years		
18 to < 19 years		

Age & Gender (As of December 31, 2022)

	Regular			Casual		
	Male	Female	Gender Diverse	Male	Female	Gender Diverse
< 20						
20						
21						
22						
23						
24		B				
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						

Group Benefit Participation (As of December 31, 2022)

Participation Status	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
Dental			C			0
Extended Health Care (EHC)						0
Long Term Disability (LTD)						0
Pension or Retirement Plan						0
Employee & Family Assistance Program (EFAP)						0

Please report the sum of couples and families under "Family Rate", since EHC rates are the same for both

IMPORTANT: ON THIS SCHEDULE PLEASE ONLY REPORT EMPLOYEES WHO ARE PROVINCIAALLY FUNDED ACTIVE EMPLOYEES. IF YOU REPORT ALL EMPLOYEES ON THIS SCHEDULE YOUR REPORT WILL BE RETURNED TO YOU FOR CORRECTIONS.

Schedule S1- Agency Summary

Employee counts, sick leave wage costs, region, hours and union information

On **Schedule S1** we will be breaking down the information previously provided on a single page. Please report the following:

- A -** Report the number of active employees by hours (regular, full time, part time and casual)
- B -** Report the number of active employees by region BC Health Authority Regions are used in this report.
When you move your mouse over cells with the red corner flags, a comment box will appear and you will see which cities, towns and nations fall under which health authorities.
- C -** Report the number of active employees by union. Select name of your union from the drop-down list.
If it is not found in this list, type in the name of your union manually inside the cell. Cells with red corner flags are optional: report only if not all employees have the same union affiliation.
- D -** Report the Total Sick Leave Wage Cost by employment groups.
- E -** Report any sick and annual leave utilization, unpaid sick leave hours, paid education, training and orientation hours, paid vacation hours, all other paid leave hours and overtime hours.
- F -** Report the total Sick Leave Wage Costs by employment group (**Non-Union, Management and Bargaining Unit**) as well as **Regular and Casual Employees**

Schedule S1: Summary
Hours, Employee Count, and Additional Information
If an employee is funded through both provincial and non-provincial sources, count as Provincially Funded.

Provincially Funding as % of Total Funding (Automatically calculated from the Home Schedule)
Non-Provincial Funding as % of Total Funding (Automatically calculated from the Home Schedule)

	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Number of Active Employees (As of December 31, 2022)	#	#	#	#	#	#
Total Number of Active Employees			A			
Regular Full-Time						
Regular Part-Time						
Casual (Not include regular employees who worked additional hours)						

	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Number of Active Employees by Region (As of December 31, 2022)	#	#	#	#	#	#
Total Number of Active Employees						
Interior			B			
Fraser						
Northern						
Vancouver Coastal						
Vancouver Island						

	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Number of Active Employees by Union (As of December 31, 2022)			#			#
Total Number of Active Employees			C			

	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Total Regular and Casual Hours (Between January 1 and December 31, 2022)	hours	hours	hours	hours	hours	hours
Total Regular Hours	0.0	0.0	D	0.0	0.0	0.0
Total Casual and Additional Hours	0.0	0.0		0.0	0.0	0.0
Total Additional Hours (Casual hours worked by regular part-time employees)	0.0	0.0		0.0	0.0	0.0
Total Casual Hours (Casual hours worked by casual employees)	0.0	0.0		0.0	0.0	0.0

	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Sick and Annual Leave Utilization (Between January 1 and December 31, 2022)	hours	hours	hours	hours	hours	hours
Paid Sick Leave Hours (Regular)						
Paid Sick Leave Hours (Casual)			E			
Unpaid Sick Leave Hours						
Paid Education, Training, and Orientation Hours						
Paid Vacation Hours						
All Other Paid Leave Hours						
Total Overtime Hours						

	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Total Sick Leave Wage Costs	\$	\$	F	\$	\$	\$
Regular Employees						
Casual Employees						

Schedule S2: Total Compensation Costs

IMPORTANT: THIS SECTION IS REQUIRED. YOU MUST REPORT ALL EMPLOYER PAID STATUTORY BENEFITS ALL EMPLOYER PAID GROUP BENEFIT COSTS ALL EMPLOYER PAID SUPER ANNUATION COSTS

YOUR REPORT WILL BE RETURNED TO YOU IF ANY OF THE FOLLOWING CELLS ARE LEFT BLANK.

If any of these costs are not applicable to your organization you must indicate this in your email or your report will be returned to you for revision. If you have any questions regarding Schedule S2 please call our support team at:

1-855-625-3244

This report is the basis for the funding of the social services sector of British Columbia.

If this section is incomplete or amounts are under-reported this will negatively impact the total amount of funding our sector receives.

ALL OTHER WAGE COSTS: Report any additional cash compensation under "All Other Wage Costs" if you are unsure where these costs go, please reach out to our support team at 1-855-625-3244 or report@cssea.bc.ca

BENEFIT COSTS: Include the employer's cost only.

Schedule S2: Summary

Total Compensation Costs between January 1 and December 31, 2022

This section is required for the completion of the survey. All cells colored red require a response. If the value is 0, please enter 0.

		Provincially Funded			Non-Provincially Funded		
		Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)					
Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)					
Wage Costs		\$	\$	\$	\$	\$	\$
Pay at Straight Time Pay Rate	All Regular Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	All Casual and Additional Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pay at Premium Pay Rate	Working on Statutory Holiday						
	All Other Overtime Pay						
Vacation & Statutory Holiday In-Lieu Pay							
All Other Wage Costs							
Expenses and Allowances		\$	\$	\$	\$	\$	\$
Transportation Allowances							
Meal Allowances							
Other Expenses and Allowances							
Benefit Costs		\$	\$	\$	\$	\$	\$
Statutory Benefits	CPP - Canada Pension Plan						
	EI - Employment Insurance						
	WCB - WorkSafeBC						
Health & Welfare	EHC - Extended Health Care						
	Dental						
	Group Life						
	AD&D						
	LTD - Long-Term Disability						
	EFAP - Employee Family Assistance Program						
Other Health & Welfare Benefits							
Super-annuation	MPP - Municipal Pension Plan						
	PSPP - Public Sector Pension Plan						
	Other Superannuation Plan						

Schedule T1: Reasons for Termination Part 1

Report the average number of calendar days it typically takes to fill vacancies in each job family (non-union, management, bargaining unit)

Please report a number for your estimate, not a range. **For example, if a position typically takes 3 weeks to fill, write in the number of days. In this case, "21"**

Schedule T1: Summary Time to Fill Vacancies & Reasons for Termination

Average Time to Fill Vacancies
(Between January 1 and December 31, 2022)
*Days defined as calendar days (i.e., 7 days a week)

Non-Union		Days*
Paraprofessional Classifications	Financial & Technical	
	Counsellors & Consultants	
	Graduate Degrees & Licensed Professional(s)	
Benchmark Classifications	Financial & Technical	
	Counsellor & Consultants (Employment & Vocational)	
	Front Line Workers	
	Operation Support	
Indigenous Services	Supervisors & Coordinators	
	Delegated Classifications	

Management:
Days*

Bargaining Unit		Days*
Paraprofessional Classification	Financial & Technical	
	Counsellors & Consultants	
	Graduate Degrees & Licensed Professional(s)	
Benchmark Classification	Financial & Technical	
	Counsellor & Consultants (Employment & Vocational)	
	Front Line Workers	
	Operation Support	
Indigenous Services	Supervisors & Coordinators	
	Delegated Classifications	

Hover your mouse over the red arrows in the corner of each classification to see which terminated employees fall under which classification

Schedule T1: Reasons for Termination Part 2

Reasons for Termination
(Between January 1 and December 31, 2022)

Please indicate the number of employees terminated for each reason that applied.

	Non-Union			Management	Bargaining Unit		
	Paraprofessional Classifications	Benchmark Classifications	Delegated Classifications		Paraprofessional Classifications	Benchmark Classifications	Delegated Classifications
Education (return to school)							
New employer - Promotion with new employer							
Transfer/move to new community							
Discharged for cause - Unspecified reason							
Discharged for cause - Mandatory Vaccination Status Order							
Resigned - Unspecified reason							
Resigned - Mandatory Vaccination Status Order							
Resigned - Health reasons							
Resigned - Didn't like my job							
Resigned - Personal and/or family issues							
New Employer - Increase in hours of work							
New Employer - Increase in wages/benefits with new employer							
New Employer - Better working conditions with new employer							
New Employer - Unspecified reason							
Layoff - Program closure							
Layoff - Shortage of work							
Layoff - Limited availability							
Retirement							
Disability							
Death of the employee							
Other							
Don't know							
Total	0	0	0	0	0	0	0

Please report the number of terminated employees in each group who stayed in the social services sector or went to other fields to work, as far as you are aware.

If more than one reason applied to a terminated employee, please report the primary reason only. If you are unsure of the reason, you may type in "Don't know"

Where do terminated employees go to work, as far as you are aware?
(Of all employees terminated between January 1 and December 31, 2022)

	Non-Union			Management	Bargaining Unit		
	Paraprofessional Classifications	Benchmark Classifications	Delegated Classifications		Paraprofessional Classifications	Benchmark Classifications	Delegated Classifications
Stay in the social services sector							
Health							
Education							
Public administration and other public sector							
Professional, scientific and technical services							
Retail trade, accommodation and food services							
Finance, insurance and real estate							
Information, culture and recreation							
Transportation, warehousing and wholesale trade							
Manufacturing and construction							
Business, building and other support services							
Agriculture and natural resource development							
Other							
Don't know							
Total	0	0	0	0	0	0	0

NOTE: If you are unsure of the employees reason for termination, please consult the terminated employees Record of Employment for the termination code. Reminder that for the purposes of this report Terminations can also be voluntary ie. due to Retirement etc.

Schedule T2-T4: Demographics of Terminated Employees

In Schedules T2 to T4, please provide the following information for all terminated employees that you have reported in Schedules N1, M1 and B1 between January 1st and December 31st, 2022, by demographic group.

- A - Age
- B - Gender
- C - Length of Service
- D - Region

Home	Non-Union	Management	Bargaining Unit	Summary	Termination	References
Home: Contact & Funding	N1: Hours & Employees	M1: Hours & Employees	B1: Hours & Employees	S1: Hours & Employees	T1: Time to Fill & Reasons	Job Families
Q1: Questions	N2: Demographics	M2: Demographics	B2: Demographics	S2: Total Compensation	T2: Non-Union	Wage Calculator
Q2: COVID-19 Authorization Form					T3: Management	
					T4: Bargaining Unit	

Schedule T2: Non-Union

Demographic Information of Terminated Employees

Position Type - Classification	Regular (FT/PT) or Casual/ additional hours	Terminated Employees (Between Jan. 1 and Dec. 31)	Number of Terminated Employees by Age, Gender, Length of Service, and Region (Between January 1 and December 31, 2022)																
			Age (Years)						Gender			Length of Service (Years)				Region			
			<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal
			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#
		Subtotals:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
						A				B				C					D

Report Checklist

HOME SCHEDULE

- Agency Information
- Annual funding (entire funding base)
- % of funding for compensation
- Number of contracts per funder

SCHEDULE Q1: Systems and Benefits

- Payroll system, benefit provider, pension or retirement plan and STIIP

SCHEDULE Q2: COVID-19 Pandemic Related Questions

- Single Site Order, Self-Isolation
- Mandatory Vaccination Status Order Question

SCHEDULE N1: Non-Union Information

- All classifications filled
- Weighted Average Hourly Wage Rate for each classification
- Active Employees and Terminated employees recorded

SCHEDULE N2: Non-Union Demographics

- Length of service for all employees
- Age and gender for all employees
- Group Benefit Participation

SCHEDULE M1: Management

- All classifications filled
- All salaries and payroll amounts entered
- Active employees, leave and termination for each classification

SCHEDULE M2: Management Demographics

- Length of service for all employees
- Age and gender for all employees
- Group Benefit Participation

SCHEDULE B1 AND B2: Bargaining Unit Information and Demographics

- Same as N1 and N2 except for Bargaining Unit employees if applicable

SCHEDULE S1:

- Full time and part time employees tally (top left)
- Active employees by region (middle left)
- Active employees by union (bottom left)
- Separate regular and casual hours (top right)
- Sick and Annual leave utilization
- All leave hours
- All sick leave wage costs
- All overtime hours

SCHEDULE S2:

- Premium pay for all employee groups
- Expenses and allowances for all employee groups
- Statutory benefits
- Health and Welfare Benefits

SCHEDULE T1:

- Average time to fill vacancies
- Reasons for termination
- Where do terminated employees go

SCHEDULE T2-T4

- All termination demographics for each applicable employee group.
- Ensure no red cells are present.

Overview of the Report

		For each Classification:		
Data Collected by Reporting Unit	Agency overall or aggregate for each group: Provincially Funded (PF) vs. Non-Provincially Funded (NPF); Each by employee group – Non-Union, Management, Bargaining Unit	Non-Union	Bargaining Unit	Management
Job Classifications	Non-Union [N1] Management [M1] Bargaining Unit [B1]	Regular full-time/part-time vs. Casual/add'l hours [N1, B1]		Female vs. Male [M1]
Number of Hours [Jan. 1 to Dec. 31, 2022]	PF and NPF casual/additional hours [S1] PF and NPF paid sick leave hours [S1] PF and NPF unpaid sick leave hours [S1] PF and NPF paid education, training, and orientation hours [S1] PF and NPF all other paid leave hours [S1]	Standard hours per year [N1, B1]		
		NPF hours paid in total [N1, M1, B1]		
		PF hours paid in total [N1, M1, B1]		
		Total number of paid straight time hours used for backfill [N1, M1, B1]		
Amount in \$ [Jan. 1 to Dec. 31, 2022]	Funding amount per source [Home] PF and NPF sick leave wage costs [S1] PF and NPF compensation costs, expenses and allowances, and benefit costs [S2]	Weighted average hourly pay for NPF And PF hours [N1]	Weighted average hourly pay for NPF and PF hours [B1]	Average annual salary [M1] NPF and PF payroll amount and expenses paid [M1]
Number of Employees [as of Dec. 31, 2022]	Active, regular and casual, PF employees by seniority [N2, M2, B2] Executive Directors and or CEOs by seniority [M2] Active, regular and casual, PF employees by age and gender [N2, M2, B2] Active PF employees by group benefit participation rate group [N2, M2, B2] PF and NPF employees by job status: regular FT, regular PT, or casual [S1] PF and NPF employees by region [S1] PF and NPF bargaining unit employees by union affiliation [S1]	Active NPF and PF employees [N1, M1, B1] PF employees on leaves of absence [N1, M1, B1] Total number of unfilled vacancies [N1, M1, B1]		
Others [Jan. 1 to Dec. 31, 2022]	Agency details, contact information) [Home] Number of contracts per funding source [Home] Legal status, BC Housing Funding %, Live-In Support Worker status, Child Care provider Status, Payroll system, Group Benefit Provider, Pension/Retirement Plan and Existence of a Short Term Illness and Injury Plan (STIIP) [Q1] COVID – 19 Pandemic Related Questions [Q2] Recruitment and Retention Questions [Q3] Average numbers of days to fill vacancies per job family [T1] Reasons for job termination [T1] Number of terminated employees who stayed in the sector to work [T1]	Total number of terminated employees [N1, M1, B1] Number of terminated employees by age [T2, T3, T4] Number of terminated employees by gender [T2, T3, T4] Number of terminated employees by length of service [T2, T3, T4] Number of terminated employees by region [T2, T3, T4]		

Note: Information in [red] indicate the Schedule/worksheet number(s) where the required data should be reported.

We welcome your comments and feedback on this guide.

If you have any questions or comments, please contact CSSEA's Finance, Research and Knowledge Management Department.

Phone: 1.855.625.3244

Email: report@cssea.bc.ca